

MADISON COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS

Planning and Zoning Department

229 SW Pinckney Street, Room 209 • Madison, Florida 32340 • (850) 973-3179 • www.madisoncountyfl.com

APPLICATION FOR LAND USE CHANGE

Comprehensive Plan Future Land Use Map Amendment and Rezoning of Real Property

Filed pursuant to Chapter 1 (§1.8) and Chapter 3 (§3.5-1) of the Madison County Land Development Code, the Madison County Comprehensive Plan, and Sections 163.3184 and 163.3187, Florida Statutes

FOR OFFICE USE ONLY			
Application No.	Date Received	Fee Paid	Receipt No.
P&Z Board Hearing Date	BOCC 1st Hearing Date	BOCC 2nd Hearing Date(if Needed)	Ordinance No.

Instructions: This application shall be filed with the Madison County Administrator, in triplicate (one original and two copies), together with the required filing fee. No application will be accepted unless it includes each item required below. Madison County LDC §3.5-1(4).

SECTION 1. TYPE OF REQUEST

Check all that apply:

- ☐ Small-Scale Comprehensive Plan Amendment (Future Land Use Map) — LDC §1.8-2 (10 acres or less; or 20 acres or less within a designated Rural Opportunity area under §288.0656(2)(d), F.S.)
- ☐ Standard (Large-Scale) Comprehensive Plan Amendment (Future Land Use Map) — LDC §1.8-1
- ☐ Rezoning (Official Zoning/Land Use District Map Amendment consistent with the current Future Land Use designation) — LDC Chapter 4
- ☐ Combined Future Land Use Map Amendment and Rezoning

SECTION 2. APPLICANT AND PROPERTY OWNER INFORMATION

Name(s) of Record Owner(s): _____

Owner's Mailing Address: _____

Owner's Telephone: _____ Owner's E-mail: _____

If the applicant is not the record owner (e.g., a contract purchaser, corporate officer, or authorized agent), complete the following and attach the supporting documentation required by Section 5 below:

Name of Applicant/Authorized Agent: _____

Applicant's Mailing Address: _____

Applicant's Telephone: _____

Applicant's E-mail: _____

- ☐ Applicant is the sole record owner
- ☐ Applicant is a contract purchaser (attach purchase contract and seller's written consent)
- ☐ Applicant is an authorized agent or attorney (attach agency agreement or notarized owner consent)
- ☐ Applicant is an officer of a corporation/business entity that owns the property (attach proof of authority)

SECTION 3. DESCRIPTION OF SUBJECT PROPERTY

Tax Parcel Identification Number(s): _____

Street Address / General Location: _____

Total Acreage: _____

Section / Township / Range: _____

Legal Description: (attach complete legal description as Exhibit A if space is insufficient)

SECTION 4. CURRENT AND PROPOSED LAND USE / ZONING DESIGNATIONS

Current Future Land Use Designation: _____ **Proposed Future Land Use Designation:** _____

Current Zoning District (check one):

☐ A-1 – Agriculture 1	☐ A-2 – Agriculture 2	☐ R-1 – Residential
☐ CO – Commercial	☐ HI – Highway Interchange	☐ MU – Mixed Use
☐ CP – Commerce Park	☐ I – Industrial	☐ P – Public
☐ C – Conservation	☐ REC – Recreation	☐ UDO – Urban Development Overlay

Proposed Zoning District (check one):

☐ A-1 – Agriculture 1	☐ A-2 – Agriculture 2	☐ R-1 – Residential
☐ CO – Commercial	☐ HI – Highway Interchange	☐ MU – Mixed Use
☐ CP – Commerce Park	☐ I – Industrial	☐ P – Public
☐ C – Conservation	☐ REC – Recreation	☐ UDO – Urban Development Overlay

SECTION 5. APPLICANT'S INTEREST — REQUIRED SUPPORTING DOCUMENTS

In accordance with LDC §3.5-1(4)(d), attach the following as applicable and check each item enclosed:

- ☐ Copy of the most recently recorded warranty deed evidencing ownership
- ☐ If joint or several ownership: written consent of the petition signed by all owners of record
- ☐ If a contract to purchase: copy of the purchase contract and written consent of the seller/owner
- ☐ If an authorized agent: copy of the agency agreement or written consent of the principal/owner
- ☐ If a corporation or other business entity: name of the officer/person responsible for the application and written proof of that person's delegated authority or corporate office
- ☐ If filed by a group of contiguous property owners: written consent of at least fifty-one percent (51%) of the contiguous property owners described in the petition

SECTION 6. STATEMENT OF REASON AND JUSTIFICATION

State the specific reasons this request is needed and justified, including how the request is consistent with the Goals, Objectives, and Policies of the Madison County Comprehensive Plan. Attach additional sheets if necessary.

SECTION 7. ADDITIONAL REQUIRED ATTACHMENTS

- ☐ Current certified survey or boundary sketch of the subject property, prepared by a Florida-licensed surveyor
- ☐ Location map showing the subject property in relation to surrounding roads and parcels
- ☐ Current aerial photograph of the subject property and surrounding area
- ☐ List of names and mailing addresses of all real property owners whose land lies within 500 feet of the perimeter of the subject property, per the latest ad valorem tax records (see Exhibit B) — required for mailed notice under LDC §1.10-1 and §3.2
- ☐ Environmental data / assessment, if the property contains wetlands, floodplain, or other environmentally sensitive land (see LDC Chapter 6)
- ☐ Traffic and concurrency information, if applicable (see LDC Chapter 7)
- ☐ Filing fee (see Section 9 below)

SECTION 8. SMALL-SCALE AMENDMENT CERTIFICATION

Complete this section only if the Small-Scale Comprehensive Plan Amendment box in Section 1 is checked. Per LDC §1.8-2(A), the applicant certifies that (check all that apply):

- ☐ The subject property is ten (10) acres or less
- ☐ The subject property is located within a designated Rural Opportunity area under §288.0656(2)(d), F.S., and does not exceed twenty (20) acres
- ☐ The proposed amendment, together with other small-scale amendments processed by the County in the same calendar year, will not exceed a cumulative total of one hundred twenty (120) acres
- ☐ The proposed amendment does not include any text change to the Comprehensive Plan's goals, objectives, and policies
- ☐ The subject property is not located within an area of critical state concern

SECTION 9. FILING FEE

A filing fee, in an amount established by resolution of the Board of County Commissioners to cover advertising, notice, and other administrative costs, is due at the time of submittal. LDC §3.5-1(4)(f). Contact the Planning and Zoning Department for the current fee schedule. No filing fee is required of a Madison County agency, officer, board, or commission initiating a proposal on its own behalf. LDC §3.5-1(10).

Amount Paid: _____

SECTION 10. APPLICANT'S AFFIDAVIT

I, the undersigned, do hereby certify that I am the owner, or the duly authorized agent or attorney of the owner, of the property described in this application, and that all information, statements, and materials submitted in and with this application are true and correct to the best of my knowledge and belief. I understand that a knowingly false statement made in this application is punishable as a misdemeanor under Section 837.06, Florida Statutes, and may result in the revocation of any approval granted in reliance upon it. LDC §3.5-1(4)(g).

Signature of Owner

Printed Name: _____ **Date:** _____

Signature of Applicant / Authorized Agent (if different from Owner)

Printed Name: _____ **Date:** _____

STATE OF FLORIDA
COUNTY OF MADISON

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

Notary Public, State of Florida

Printed Name of Notary: _____ **Commission No. / Expires:**

EXHIBIT A — LEGAL DESCRIPTION (CONTINUATION SHEET)

Tax Parcel ID No.: _____

EXHIBIT B — ADJACENT PROPERTY OWNERS

List all real property owners of record whose land lies within five hundred (500) feet of the perimeter of the subject property, per the latest Madison County ad valorem tax records, in accordance with LDC §1.10-1 and §3.2.

Tax Parcel ID No.	Owner Name	Mailing Address